

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14912918

DATE POSTED: 11/30/16

POSITION NO: 243617

CLOSING DATE: 12/13/16

POSITION TITLE: Corrections Officer Trainee (2 Positions)

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections / Kayenta, AZ

WORK DAYS: Split-Shift REGULAR FULL TIME: ☒ GRADE/STEP: AB59A

WORK HOURS: Split-Shift PART TIME: ☐ NO. OF HRS./WK.: \$ 26,270.40 PER ANNUM

SEASONAL: ☐ DURATION : \$ 12.63 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Duties involving on-the-job training in the care and custody of prisoners / inmates by receiving, booking, classifying, detaining, incarcerating, and guarding of prisoners / inmates to prevent disturbances and escapes on a daily basis; Incumbent will be trained to guard, direct and supervise inmates during work detail or court appearances; Learn proper procedures in conducting searches of prisoners / inmates including living quarters for contraband and weapons; monitoring inmates during meal times, programs and other assignments alongside a field training officer; patrols assigned areas to understand crucial knowledge of welfare checks and to prevent questionable activities, infractions of rules and unsatisfactory attitudes of adjustments of inmates; Trained in proper use and employing weapons (baton, OC Spray, etc.) or use of force to maintain discipline, harmony and order among prisoners / inmates if necessary; Develop knowledge in maintaining records, supplies, materials, equipment, and facilities; Conducts transports of prisoners / inmates along with personal belongings or property; handles and corrects immediate problems and emergencies in jail; maintains jail visitation hours; prepares, submits, and maintains daily logs, activity reports and other required reports / documents; attends staff and other meetings; attends training; release prisoners / inmate as required; and may prepare and / or assist in preparation of meals for inmates and dispense medications.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma or GED.

Special Requirements:

- Possess a valid state driver's license.
- United States citizenship required; and must be nineteen (19) years of age.
- A favorable background investigation; successful completion of a physical examination.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo culture and tradition; Skill in analytical, objective observance of situations and quick decision making; Skill in managing situations firmly, courteously, tactfully and impartially; Skill in recording information accurately and completely; Ability to understand and follow oral and written instructions; Ability to meet the physical demands of corrections/detention work.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.